

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

HUMAN RESOURCES SPECIALIST III, Pay Grade 15

**Primary New Castle County (with travel to Kent County and Sussex County)
OR Primary Kent County (with travel to New Castle County and Sussex County)**

Opening Date: March 25, 2022

Closing Date: April 14, 2022

Summary Statement: This is an integral Human Resources position in the Delaware Department of Justice (“DOJ”) Human Resources Unit with work expectations and requirements at an *advanced* level. The requirements at this level are that the incumbent either is a resident expert for one or more major Human Resources functions or is an expert Generalist for all Human Resources functions.

The DOJ is a non-merit State agency.

Minimum Qualifications: Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor’s degree in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science or Political Science OR a Human Resource Certification such as SHRM, IPMA or for current State employees only, the Office of Management and Budget Human Resources Certification.
2. At least two years of experience performing professional human resources functions in a human resources office such as Labor Relations, Employee Relations, Benefits, Job Classifications, Compensation Analysis, Pension, Recruitment, Selection or EEO/AA. Professional human resources experience includes applying human resources principles and practices; analyzing human resources problems, developing alternatives, recommending and advising management on personnel solutions.
3. Experience in the interpretation and implementation of human resources laws, rules, regulations, standards, policies, and procedures.
4. Experience in analyzing human resources issues, developing alternatives, recommending and advising management on personnel solutions.
5. Experience in narrative report writing which is clear and concise.
6. Strong interpersonal, written and verbal communication skills.
7. Knowledge and/or experience in developing and implementing human resources policies and procedures.

Essential Functions:

- Interprets, explains and applies applicable State and Federal laws, rules, regulations, policies and procedures and follows the requirements applicable for merit system rules; Office of Management and Budget regulations, objectives and Federal mandates.
- Implements and develops programs to ensure compliance with State and Federal laws and the required policies of the Office of Management and Budget.
- Collects, analyzes and evaluates data from a variety of sources and presents/communicates information effectively regarding human resources procedures, policies, healthcare benefits, pension, etc.
- Identifies and analyzes inquiries/problems/needs/issues from employees and assesses their impact and generates and evaluates alternatives.
- Provides recommendations, guidance and direction to management for the purpose of understanding personnel matters, meeting organizational and operational goals and objectives and identifying/resolving problems/needs.
- Implements human resource functions, policies, procedures, systems and plans.
- Provides representation at meetings, hearing(s), contract negotiations, presentations, proceedings, committees, etc.
- May conduct studies, provide statistics, and work on special confidential projects for senior management.
- Expert knowledge of and thoroughly versed in major human resource functions and assumes overall administrative responsibility and primary input into the PHRST payroll and time and labor.
- Independently and part of the Human Resources Unit team has contacts with other agency Human Resources staff, and others outside state government, through various methods of communication, primarily for the purpose of assisting/educating others on unfamiliar concepts, facilitating meetings/committees and identifying/resolving problems, needs, and complaints.

Desired Qualifications: Preference will be given to State employees who have working knowledge of the State Payroll Human Resources Statewide Technology (“PHRST”).

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR External applicants can mail Resume and the Delaware Department of Justice Application to:** Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, **OR E-mail to:** DOJHR@delaware.gov **OR Fax to:** 302-577-5866. EOE.